
City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 fax
tcmanage@traversecitymi.gov



August 15, 2023

Bidder:

The City of Traverse City will receive sealed bid proposals in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, September 5, 2023, at 10:00 a.m.**, for the following:

FOOD WASTE HAULING PILOT

If the specifications are obtained from the City's website link at: [City of Traverse City Website Bids](#), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ks Sheridan@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City. The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Please indicate on the outside of the sealed envelope that the bid is for the **"Food Waste Hauling Pilot."** Alternatively, **emailed bids will be** accepted. Please indicate in the subject line of your e-mail that you are submitting a **"Sealed Bid"** together with the project description, "Food Waste Hauling Pilot" and submit your emailed bid to tcmanage@traversecitymi.gov **before Tuesday, September 5, 2023 at 10:00 a.m.**

Please ensure that all requirements listed in the specifications are met. If you have any questions, please contact Frank Dituri, Director of Public Services, at 231-922-4900, ext. 116 or fdituri@traversecitymi.gov before the bid is submitted.

SUBMIT BID VIA EMAIL OR DELIVER TO: City Manager's Office
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684
tcmanage@traversecitymi.gov

SPECIFICATIONS

[THIS IS A NO COST REQUEST FOR PROPOSAL]

Request for Proposals: Food Waste Hauling Pilot

BACKGROUND:

Traverse City provides curbside seasonal leaf pick up and annual brush pick up for all its residents, taking this material to its Keystone site for composting. This organic material is supplemented by materials from the County-operated brush and yard-waste drop-off. Finished compost products are used by the City for its public lands, parks, and green spaces, and any remaining composted material is made available to residents and contractors for purchase.

In 2023, the City's DPS Department was awarded a USDA+NRCS grant to pilot a [Compost and Food Waste Reduction](#) project through 2024. The deliverables for this grant include:

1. Purchasing a 20-yard "In-Vessel" composter. This containerized system will be approximately the same size and shape as a shipping container and be able to annually process over 100 tons of food waste into a composted (though unfinished) product.
2. Partnering with SEEDS Ecology & Education Centers to support City staff capacity to manage, monitor, and train others as requested in operating the processing systems; to facilitate the distribution of the in-vessel processed product to City-authorized end-users; and to support the development and implementation of related outreach and information campaigns.
3. Partnering with one or more specialized waste hauler(s) to supply food waste material for in-vessel processing and composting, prioritizing services to City residents and/or businesses.

PROJECT SCOPE:

The City of Traverse City is soliciting partnership proposals from qualified entities able to provide food waste hauling and sorting services to feed the City's in-vessel composter, which will be located in a highly visible location within the City limits. This project will begin when the in-vessel equipment is delivered and installed; likely late fall of 2023. The City will provide:

- The in-vessel composter (Green Mountain 20' "Earth Flow" Please see attached specifications.)
- Basic site preparations including a sorting shed and electric hook up
- Regular delivery of wood chips (est. 5-10 cubic yards every 1-2 weeks)
- Use of in-vessel composter training and monitoring/oversight (with SEEDS support)
- Community outreach & education (with SEEDS support)

The following three items may be negotiated depending on Hauler interests and resources. The City may choose to optionally provide or negotiate the following:

1. The hosting location for the in-vessel composter: the City has selected a location but is also open to proposals from the hauling partner.
 - a. Site requirements:
 - i. Visible city location that is accessible to medium-sized equipment approximate ft²= 70'x10'

- ii. Every 3 weeks, the system will need about 13 yd³ of wood chips, leaves, shredded green waste or other bulking agent, storage capacity is a must.
 - iii. Access to 3-phase or single phase 220v electric.
2. Access or ownership of some or all of the product produced by the in-vessel system, which is an uncured and unfinished compost product.
3. Active processing management support. The system will be subject to regular monitoring, but if additional active processing support is desired, (e.g. mixing in of wood chips) please make this clear in your proposal.

PROJECT PRIORITIES:

Priority will be given to the following considerations

- Qualifications and experience of the hauler
- The visibility and accessibility of the proposed hosting location

The ideal Hauler Partner will

1. Provide no-cost hauling and sorting services,
2. Use this composter to serve and service only City residents and/or businesses,
3. Offer some portion of services to residential customers,
4. Maximize food waste collection (over 600lbs/100 gallons of food waste per day),
5. Provide consistent and proactive communication and services,
6. Maximize the carbon efficiency of hauling routes,
7. Be available to begin as soon as the equipment is installed (estimated November) and continue service for a minimum of 12 months,
8. Provide a well monitored and a clean/organized composting site.

PROPOSALS:

Interested parties shall submit a written bid proposal. Successful proposals will address the project priorities, the ideal partner traits, and other details and questions as appropriate. Candidates may be asked additional questions or to attend an interview.

Bidder - Please complete and return

BID SUMMARY

TITLE: **Food Waste Hauling Pilot**

DUE DATE: **September 5, 2023 @ 10:00 a.m.**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept the City's standard Purchase Order / Service Order / Contract, the standard terms of which are not negotiable, and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in

the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

[THIS IS A NO COST REQUEST FOR PROPOSAL]

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone

Fax

City,

State,

Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____

Contact Person: _____ Telephone: _____

2. _____

Contact Person: _____ Telephone: _____

3. _____

Contact Person: _____ Telephone: _____

SUBCONTRACTORS if any: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____

Contact Person: _____ Telephone: _____

Services to be Performed: _____

2. _____

Contact Person: _____ Telephone: _____

Services to be Performed: _____

3. _____

Contact Person: _____ Telephone: _____

Services to be Performed: _____